

## **UNICEF Ireland: Executive Assistant & Office Manager** **(<https://www.activelink.ie/node/115807>)**



UNICEF works in some of the world's toughest places, to reach the world's most disadvantaged children - to save their lives; to defend their rights; to help them fulfil their potential. Across 190 countries and territories, we work for every child, everywhere, every day, to build a better world for everyone. Entirely funded by voluntary donations, this vital work for children cannot happen without our supporters.

### **Job Title: Executive Assistant & Office Manager.**

**Reporting To:** Chief of Staff and Executive Director.

**Department:** Executive Team.

**Job Location:** UNICEF Ireland.

**Hours:** 09-00am to 17:30pm.

**Location:** 33 Lower Ormond Quay.

**Contract:** Permanent.

### **Job Purpose:**

As Executive Assistant to the Executive Office, this position plays a crucial role in supporting senior leadership by managing schedules, handling correspondence, and overseeing a range of administrative responsibilities.

As Office Manager, the role is responsible for ensuring the smooth day-to-day operation of the office, coordinating administrative functions, and liaising with multiple departments. Together, these responsibilities are essential to the efficient functioning of UNICEF Ireland and contribute significantly to the organisation's overall effectiveness.

### **Main Duties & Responsibilities:**

#### **Tasks and responsibilities as EA:**

- Act as point of contact for all communications relating to Executive Directors office.
- Extensive diary management for Executive Director.
- Handling personal correspondence and personal matters for Executive Director.
- Assist with travel arrangements for the Executive Director and executive office.
- Planning and scheduling meetings as requested by the Executive Director and executive office.
- Preparing reports, presentations, and other documents; taking meeting minutes; and managing files and records as directed by the Executive Director and Executive team.
- Assisting with project management tasks and ensuring that deadlines are met.
- Providing complete administrative support to the Executive Director and Executive team.
- Arranging couriering of time sensitive documents for the Executive Director.
- Compiling expense reports and managing the Credit Cards receipts/expenses of the Executive Director.
- Preparation of Board Reports for six board meetings annually.
- Attend and minute take at six board meetings annually.

#### **Tasks and responsibilities as Office Manager:**

- Manage any tasks as may arise in day-to-day Office management and office operations.

- Monitoring office supplies and ordering new stationery, furniture, appliances and electronics as required.
- Monitoring Maintenance of office and dealing with support services, cleaners, etc.
- Organising and attending meetings.
- Recording office expenditure and managing the budget
- Liaising with staff, suppliers and donors.
- Implementing and maintaining procedures/office administrative systems.
- Ensuring the office environment and procedures meet health and safety regulation standards.

## Profile of Candidate:

### Experience:

- Proven experience as an executive assistant or in other secretarial positions.
- Have similar experience in an EA role at CEO/MD/ED level or similar positions.
- Proven experience as an office manager, front office manager, or administrative assistant.
- Experience managing a busy office environment.

### Skills:

- Organisational Skills: Excellent time management and ability to multitask.
- Communication Skills: Strong written and verbal communication skills.
- Technical Skills: Proficiency in MS Office (MS Excel and MS PowerPoint).
- Discretion and Confidentiality: Ability to handle sensitive information with discretion.
- Problem-Solving Skills: Ability to address issues and find effective solutions.
- Flexibility: Ability to adapt to changing priorities and work environments.

### Personal Attributes:

- Proactive and Resourceful: Ability to anticipate needs and solve problems independently.
- Detail-Oriented: Keen attention to detail and accuracy.
- Professionalism: High level of professionalism and strong work ethic.
- Adaptability: Ability to adapt to changing environments and handle multiple tasks.
- Reliability: Dependable and trustworthy.

UNICEF Ireland is committed to adhering to the highest standards of child protection and child safeguarding. UNICEF reserves the right not to employ staff or engage volunteers or other representatives who are deemed to pose or potentially pose a risk to the protection of children, to the full extent permitted by law. Additionally, all candidates must sign UNICEF Ireland's Child Protection Policy & Procedures before commencing employment, engaging as a volunteer, intern, consultant or representative of UNICEF Ireland.

## To Apply:

Please email [Shannen@unicef.ie](mailto:Shannen@unicef.ie) (<mailto:Shannen@unicef.ie>)

**Application closing date:** 12th of June 2025.

### Region

Dublin 1

### Date Entered/Updated

23rd May, 2025

### Expiry Date

12th Jun, 2025

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**Source URL:** <https://www.activelink.ie/vacancies/aid-development/115807-unicef-ireland-executive-assistant-office-manager>